

## **Sprint Retrospective Meeting Minutes:**

**Date:** 4/26/2026

**Attendees:** Max Gleiberman, Julian Hernandez, Nathan Mahabeer, Elizabeth Hechavarria

**Start time:** 5:30pm

**End time:** 6:00pm

### **1. Sprint Goals Review**

- **User Story #8: In Progress — Final Deliverable Submission**
- Team is actively assembling the complete final deliverable package, including all required directories (Code, Documents, Posters, Presentation Slides, Videos) following strict formatting, naming conventions, and submission requirements. Final validation and submission are the primary focus.

### **2. What Went Well**

- Strong transition from completed deliverables (User Story #7) into final packaging phase.
- Clear division of responsibilities across directories (Code, Documents, Videos, etc.) improved efficiency.
- Senior Design Showcase successfully completed, reinforcing confidence in project quality.
- Team maintained strong communication and coordination during final assembly phase.

### **3. Challenges / What Went Wrong**

- Final deliverable requirements are highly detailed, requiring careful validation of structure and naming conventions.
- Coordinating multiple components (documents, code, videos) increases risk of small but critical errors.
- Time constraints create pressure to thoroughly verify all submission requirements.

### **4. Action Items / Improvements**

- Complete assembly of all five required directories into final zip file.
- Verify correct naming format for zip file and all included assets.
- Finalize and proofread full project documentation report.

- Compile all Daily Scrum Minutes into a single document.
- Validate Code directory (README, Installation Guide, User Manual, source files).
- Test **index.html** to ensure all video links function correctly.
- Confirm all YouTube videos are public and correctly named.
- Perform full final review checklist before submission.
- Team Lead to submit final zip file on Canvas before deadline.

## 5. Team Performance

- **Strengths:** Strong ownership and accountability across all final deliverable components.
- High level of organization and attention to detail during final stages.
- Effective collaboration under deadline pressure.
- **Improvements:** Introduce a final verification checklist earlier in the sprint to reduce last-minute validation stress.
- Assign a dedicated final reviewer to catch formatting and compliance issues.

## 6. Previous Retrospective Issues

- Time management remains strong, with no major last-minute bottlenecks so far.
- Early preparation strategies continue to reduce rework.
- Team successfully carried forward improved planning into final sprint.